

RESTRICTED FRONT/SIDE YARD PARKING GENERAL OVERVIEW

ORDINANCE REFERENCES:

Specific ordinance requirements can be found in: **Section [12-5-29](#)** of the City Code.

HOW THE PARKING ORDINANCE WORKS:

1. The parking regulations are applicable to areas on the Restricted Parking Area Map approved by City Council. All changes to the map occur by action of the Council.
2. **Neighborhood Associations or Neighborhood Plan Contact Teams** requesting inclusion on the map may be done by sending a request to Planning and Development Review Department (PDRD) on the application included in this packet. The open period to submit applications is during the **month of February 2014**. For areas with an adopted neighborhood plan, the application must be submitted by the neighborhood plan contact team chair or by an officer of the neighborhood association if there is no official contact team. For areas without an adopted neighborhood plan, the application must be submitted by an officer of the neighborhood association.

Opting Out - If a neighborhood association (or contact team) no longer wants to be included on the Restricted Parking Area Map, they are required to wait a minimum of **3 years** after their application was approved by Council to submit a request to have their neighborhood area removed from the map. A new Restricted Parking Area Map Application must be submitted to request this change. The neighborhood association president or contact team chair must send in a new request to PDRD by **February 28, 2014** for council consideration. (Example: If a Restricted Area Map application was approved by Council in 2007, a neighborhood association or contact team could submit an application in 2010 to have their neighborhood area withdrawn from the Restricted Parking Area Map.)

DEADLINE:

Applications must be received by **February 28, 2014**. Applications may be hand delivered to the Planning and Development Review Office at 505 Barton Springs Road, 5th Floor or returned via the U.S. Postal Service to Planning and Development Review Department, Attn: Maureen Meredith, P.O. Box 1088, Austin, TX 78767. Office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday. If mailed, applications must be postmarked by February 28, 2014.

SUBMITTAL REQUIREMENTS:

Refer to application and submittal checklist. **An incomplete application *will not* be considered for inclusion in this round of applications.** If an incomplete application is submitted before the end of February, staff will attempt to contact the neighborhood representative listed on the application. However, materials not included in the initial application submittal will not be accepted after February 28, 2014, unless postmarked by that date if sent via U.S. Mail.

QUESTIONS:

Any questions regarding the Restricted Front/Side Yard Parking Application should be directed to Planning and Development Review Department staff [Maureen Meredith](#) at 974-2695.

**RESTRICTED FRONT/SIDE YARD PARKING
APPLICANT SUBMITTAL CHECKLIST**

- ☐ 1. A completed copy of the Restricted Front/Side Yard Parking application.
- ☐ 2. An official certification of the action taken by the association or contact team on the restricted front/side yard parking issues that includes the notarized signature of the authorized officer of the association or chair of the contact team. (Fill out the area on the following page with a notary public to complete this requirement.)
- ☐ 3. A hard copy of the meeting minutes that describes the vote on the parking issue.
- ☐ 4. A hard copy of the neighborhood association or contact team bylaws.
- ☐ 5. A hard copy of the notice of the meeting at which the vote was taken.
- ☐ 6. A statement of the process by which the notice was issued.
- ☐ 7. A **thumbnail of your neighborhood association or adopted neighborhood planning area boundaries**. (We suggest using Google maps (<http://maps.google.com/>) to print out a map of your area and then highlight your neighborhood association **OR** planning area boundaries.)

**Mail the Above Materials To:
(Deadline: February 28, 2014)**

City of Austin
Planning and Development Review Department (PDRD)
Attention: Maureen Meredith
P.O. Box 1088
Austin, TX 78767

**RESTRICTED FRONT/SIDE YARD PARKING
AMENDMENT APPLICATION
February 2014**

The purpose of this application is to request that the below named Neighborhood Association or Neighborhood Planning Area be (check one):

☐ **Included** on the Restricted Parking Area Map, OR

☐ **Removed** from the Restricted Parking Area Map

The following questions must be filled out in their entirety.

1. Name of Neighborhood Association or Contact Team

Please Note: A Neighborhood Association or Contact Team must be registered with the Public Information Office: <http://www.austintexas.gov/cr>

2. Describe the general boundary covered by the neighborhood association or neighborhood planning boundary:

3. Name of Neighborhood Association Officer/Office or Contact Team Chair:

4. Mailing Address of Officer/Chair:

5. Mailing Address of Association (if different):

6. Phone # of Officer or Chair: _____

QUESTIONS: The following questions refer to the official vote taken by the Neighborhood Association or Contact Team as it relates to the Restricted Front/Side Yard Parking Ordinance.

1. Was the vote taken in accordance with Association's or Contact Team's by laws?

☐ Yes ☐ No

If No, please explain why and how the vote was taken:

2. Provide the results of the vote:

For: _____ Against: _____

Total # of eligible votes: _____

3. Please explain how and to whom the notice of the meeting, at which the vote was taken, was provided:

4. Are you aware of other Neighborhood Associations that have overlapping boundaries with the Neighborhood Association referred to on this application?

If yes, identify the overlapping Association

Have attempts been made to contact these Associations? ☐ Yes ☐ No

If Yes, do other associations favor inclusion on the map? ☐ Yes ☐ No

Official Certification of Application

To be completed by a notary public:

I, _____, as an officer or representative of a registered City of Austin neighborhood association or neighborhood plan contact team, called _____ hereby certify that all the information provided in this application packet is correct and that I am an authorized officer of our neighborhood association or planning area contact team. Additionally, the vote taken on the **Restricted Front and Side Yard Parking Ordinance** was conducted according to our contact team or neighborhood association bylaws.

On this, the _____ day of _____, 20____, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that they executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public